

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Patient Relations Representative IV
LOCATION: Craven County Health Department
HIRING RANGE: \$26,853 - \$28,145
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: June 4, 2015
DATE AVAILABLE: Immediately
CLOSING DATE: June 15, 2015

PRIMARY PURPOSE OF POSITION

Primary purpose is to validate patient account information via the patient encounter form and various clinical records to ensure correct billing for services rendered and post to Accounts Receivable ledger. Follow-up to this is the billing of Medicaid, self-pay patient debts and insurance filing with is a revenue source projected in our current operating budget. This position is a part of the Administrative/Accounting Unit in the Health Department.

ESSENTIAL JOB FUNCTIONS

This position is responsible for patient billing. Position also collects patient outstanding debts either through the normal billing process or by utilizing the County's Debt Set-Off program currently in place. This position reports directly to the unit's Accounting Technician III, and also receives direction from the unit's Computer Systems Administrator and Administrative Officer. Keep informed of updated fee scales as published by the Health Dept and other agencies, along with private provider updates for filing of claims. This position maintains a number of contact hours with patients going over outstanding balances and verifying dates of services.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

